

U.S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C. 20250

<b>DEPARTMENTAL REGULATION</b>		<b>NUMBER:</b> 5400-6
<b>SUBJECT:</b>  Fleet Credit Card	<b>DATE:</b>  February 28, 2002	
	<b>OPI:</b> Office of Procurement and Property Management	

## 1 PURPOSE

This regulation prescribes USDA policies, procedures, and responsibilities for use of the fleet credit card. Other fleet issues such as, use of environmentally friendly products, safety, equipment, authorized vehicle uses, and delegation of authorities are addressed in the Agriculture Property Management Regulations (AGPMR) 104.38 and Secretary's Memorandum (SM) 5400-8, "Preference for Use of Ethanol and Biodiesel Fuels in USDA Motor Vehicles." The AGPMR is available online at <http://www.usda.gov/da/property/property.htm>; SM 5400-8 can also be accessed online at <http://www.usda.gov/ocio/directives/SM/SM5400-008.htm>.

## 2 PROGRAM OBJECTIVE

The Fleet Credit Card Program allows agencies to reduce administrative costs and taxes and collect detailed fleet management data regarding fuel and related maintenance and services procurements. Departmental Regulation 5400-6 establishes Departmental policy and instructions for use of the government-wide fleet credit card in conjunction with USDA's Purchase Card Management System (PCMS).

## 3 POLICY

The fleet credit card user must make all reasonable efforts to find the nearest location accepting the fleet credit card when making fuel and maintenance purchases. The card is available for acceptance by any vendor and includes large and small independent vendors throughout the United States in large metropolitan areas and rural America. Users should encourage socially disadvantaged and small businesses to sign up to accept the card. If a vendor other than an authorized fleet credit card vendor is used, the agency will not be exempt from the

taxes nor will it receive detailed information on the purchase. **Only in emergencies or where there are no authorized vendors within a reasonable area are other purchase methods such as the purchase card to be used.** If emergency purchases are made, the cost and transaction data (i.e., fuel type, gallons, maintenance, and cost) will need to be added manually to the Property Management Information System (PMIS).

Fleet policy and procedures described in the AGPMR 104-38, Executive Order (EO) No. 13101, EO No. 13149, and the Secretary's Memorandum 5400-7 must be followed in addition to this DR. Also, in accordance with the Federal Acquisition Regulation, purchases above \$2500 must be made by warranted procurement personnel.

#### 4 DEFINITIONS

- a Alert System. The alert system is the subsystem in PCMS that provides user messages to: Agency Fleet Program Coordinators (AFPCs), Local Fleet Program Coordinators (LFPCs), the Departmental Fleet Program Coordinator (DFPC), and the Office of Inspector General (OIG) regarding questionable transactions and transactions selected by statistical sampling for review. Some alerts will trigger a set of questions that must be answered to verify the specific transaction. Alerts are in place to reduce fraud, waste, and abuse. AFPCs and LFPCs will regularly monitor and follow up on the alerts and statistical sampling features of PCMS in order to provide oversight to fleet credit card purchases.
- b Federal Acquisition Regulation (FAR). The FAR establishes uniform policies and procedures for acquisition by all executive agencies (FAR 1.101) The FAR is located in Title 48, Chapter 1 of the Code of Federal Regulation.
- c Purchase Card Management System (PCMS). Computer software used to manage fleet credit card accounts and dispute fleet credit card transactions.
- d Statistical Sampling. This process is used to randomly verify the legitimacy of fleet credit card transactions that will in turn verify the veracity of the Fleet Credit Card Program.
- e Oracle Discoverer Query Tool. Software used to run reports that provide oversight to fleet credit card accounts and purchases.
- f Vendor. The current vendor providing fleet card services to USDA, as referred to in this DR, is Voyager.

## 5 ACRONYMS

AFHC	Agency Fleet Headquarters Coordinator
AFPC	Agency Fleet Program Coordinator (Regional/Program/Area/State)
AGPMR	Agriculture Property Management Regulations
COTR	Contracting Officer's Technical Representative
DFPC	Departmental Fleet Program Coordinator
DR	Departmental Regulation
EO	Executive Order
FAMS	Fleet Card Account Maintenance Screen
FAR	Federal Acquisition Regulation
GSA	General Services Administration
LFM	Local Fleet Manager/Financial Manager
LFPC	Local Fleet Program Coordinator
OIG	Office of Inspector General
OPPM	Office of Procurement and Property Management
PCMS	Purchase Card Management System
PMIS	Property Management Information System
SAMS	Security Access Management System
SM	Secretary's Memorandum
USDA	United States Department of Agriculture

## 6 SPECIAL INSTRUCTIONS

- a Fleet Credit Card for Official Business Use Only. The fleet credit card is for official government business use only. Under no circumstances is the card to be used for personal purchases or as identification for personal purchases. Additional limitations on card use are established by individual agency policy.
- b Ethics Requirements. Office of Government Ethics Standards of Conduct for Executive Branch employees applies to fleet credit card use. All transactions must be transacted for official Government business only. Fleet credit card users with questions regarding the propriety of a particular transaction should consult their LFPC or agency ethics officer for guidance and assistance, prior to making the purchase.

- c Business Size. Purchases may be made from any size business using the fleet card (FAR 13.003(b)(1)). However, it is USDA policy to increase opportunities for small, small disadvantaged, and small women-owned businesses. Card users are therefore encouraged to acquire from these sources whenever possible.
- d Regulatory Applicability. Use of the fleet card must be consistent with the FAR, Agriculture Acquisition Regulation (AGAR), Federal Property Management Regulations (FPMR), Agriculture Property Management Regulations (AGPMR), Office of Government Ethics Standards of Conduct for Executive Branch Employees, and Agency regulations.

## 7 RESPONSIBILITIES & PROCEDURES

- a Departmental Fleet Program Coordinator (DFPC). The DFPC is a person located in the Office of Procurement and Property Management (OPPM) and is responsible for the implementation and oversight of the Fleet Credit Card Program. The DFPC duties are:
  - (1) Establish (meaning entering information into various computer systems to set up a user in a given system) the USDA Agency Fleet Headquarters Coordinators (AFHCs) and AFPCs with bank contractor and in PCMS;
  - (2) Provide training and guidance to AFHCs;
  - (3) Assist in defining priorities and oversee PCMS fleet configuration management. This responsibility includes managing PCMS requirements, defining upgrades, and acting as the central point of contact for agency requests for system modifications;
  - (4) Set up the AFHCs in the Security Access Management System (SAMS) to allow access to their data through PCMS;
  - (5) Develop and recommend USDA policy and procedures for the department-wide Fleet Credit Card Program;
  - (6) Develop Fleet Credit Card Program literature and materials for department-wide use; and
  - (7) Drive future fleet program applications/enhancements.
- b Agency Fleet Headquarters Coordinator (AFHC). The AFHC is a person designated in each USDA agency operating fleet equipment who is responsible for the fleet management program, which includes the fleet credit card. This person will coordinate with the DFPC in the implementation of the program within the agency.

The AFHC duties are:

- (1) Establish the AFPC, the LFPC, and the Local Fleet Manager/Financial Manager (LFM) in SAMS;
- (2) Distribute all documentation needed to establish security access through SAMS related to the establishment of an office, location, or area;
- (3) Maintain all records within their agency and update records, if necessary, and use of a data query tool to run management reports; and
- (4) Conduct fleet credit card oversight.

c Agency (Regional/Program/Area/State) Fleet Program Coordinator (AFPC).

The AFPC is responsible for managing and overseeing the fleet credit card program under his/her specific organizational level and is the agency's contact with the AFHC and vendor/bank contractor.

AFPC duties are:

- (1) Provide oversight of the fleet program;
- (2) Implement agency-unique fleet policies and procedures as needed;
- (3) Participate in meetings with the AFHC to address fleet credit card programmatic problems;
- (4) Establish LFPCs;
- (5) Provide training and guidance to LFPCs;
- (6) Develop and distribute program literature and materials to LFPCs;
- (7) Serve as primary contact for LFPCs and as the liaison with the AFHC, who contacts the DFPC.

d Local Fleet Program Coordinator (LFPC). The LFPC is responsible for the day-to-day operations of the Fleet Credit Card Program at each agency site. The LFPC works directly with the fleet credit card users and the AFPC.

LFPC duties are:

- (1) Establish and update fleet credit cards in PCMS;
- (2) Notify the vendor immediately of any lost/stolen/damaged fleet credit cards;
- (3) Notify the bank of any billing discrepancies (i.e., disputes) regarding changes posted to an account by completing the dispute screen in PCMS; and
- (4) Provide oversight of fleet credit card purchases through the alert system, statistical sampling, and the utilization of data query tools. NOTE: Alerts are provided in PCMS through the User Messages screen. Comments must be provided detailing the resolution to the alert in the system.

- e Local Fleet Manager/Financial Manager (LFM). The LFM will use the query tool software to obtain all pertinent data needed to manage the fleet program. The LFM has query tool capabilities only to run reports. Financial personnel use the query tool software to review the accounting information entered into the PCMS database.

## **8 AUTHORIZED USE OF FLEET CREDIT CARDS**

The fleet credit card is authorized for use to procure fuel and services necessary to operate and maintain vehicles, aircraft, boats, and motorized equipment. The following are examples of authorized purchases:

Fuel (all types)	Transmission Fluids
Maintenance	Tie-Down Fees
Car Washes	Landing Fees
Tires	De-Icing Services
Battery Charging	Docking Fees
Oil	Windshield Wiper Blades
Windshield Washer Fluid	

Authority for card use is established by individual agency policies.

## **9 CARD SECURITY**

The person using the fleet credit card is responsible for safeguarding the card at all times. It should never be left in an unattended vehicle. The card is only to be used for "Official Purposes" and for authorized purchases.

## **10 CARD AUTHORIZATION CONTROLS**

Agencies may establish on a card-by-card basis certain authorization limits. These limits will not stop a purchase at the pump but it will allow the LFPC or other appropriate agency official to receive exception type reports to verify these purchases. Limits can be established for the following:

- Cost Per Fuel Transaction
- Cost Per Maintenance Transaction Limit
- Daily Transaction Limit
- Price Per Gallon Limit
- Gallons Per Transaction Limit

## **11 MONITORING FLEET CARD USAGE**

The DFPC, AFHC, AFPCs, LFPCs, OPPM, and the OIG will monitor fleet credit card transactions through PCMS' alert system, statistical sampling, and the query tool software. Employees are required to comply with any requests by the DFPC, AFPC, LFPC, OPPM, OIG, and other duly authorized organizations/individuals for information/investigations regarding questionable purchases (e.g., amount of fuel purchased exceeds vehicle mileage, too frequent maintenance on vehicle or motorized equipment).

## **12 CARD ISSUANCE**

Agencies are to issue **only** one fleet credit card for fuel and maintenance to each motor vehicle, aircraft, boat, and piece of equipment that requires fuel. The number of fleet credit cards issued as "POOL" cards should be limited to those that are absolutely necessary. Pool cards are to be used to fuel motor vehicles only in emergency situations and not ordered to be used in case a fleet credit card is lost or stolen. Agencies may wish to use pool cards for multiple pieces of equipment at the same location such as, snowmobiles, all terrain vehicles, chainsaws, lawn mowers, etc. New fleet credit cards will be issued in emergency situations in three days. All fleet credit cards are ordered through the PCMS Fleet Card Account Maintenance Screens (FAMS) and are shipped to the LFPC.

## **13 CARD RECEIPT**

Normally, the vendor will issue new fleet credit cards within five to seven working days from receipt of the record the LFPC has entered into PCMS. PCMS transmits all record inputs daily. Fleet credit cards do not require activation.

For lost or stolen cards, the vendor will issue a fleet credit card within three working days of receiving notice and no action is required in PCMS.

## **14 LOST OR STOLEN CARD**

If the fleet credit card is lost or stolen while in the card user's possession, the agency is responsible for all charges until the vendor is notified that the fleet credit card has been lost or stolen.

When a fleet credit card is lost or stolen, it is important that the card user notify the vendor or their LFPC immediately to cancel the card with the vendor. The card should be reported immediately to the 1-888-758-1747 number on the back of the card to stop any further use of the card. The vendor will immediately establish a new account number and reissue the card. The vendor will tie all

transactions from the lost/stolen card to this new account number. The LFPC should then monitor transactions on the replacement card account for a month to assure that all charges are valid.

If a lost fleet credit card is found after notifying the LFPC, it should be destroyed and documentation provided to the LFPC that the card has been destroyed. Under no circumstances should the card be used after notifying the LFPC or the vendor that it was lost or stolen.

## **15 TRAINING REQUIREMENTS**

Agencies are to assure that agency personnel requiring access to PCMS, such as, AFHCs, AFPCs, LFPCs, and LFMs have received the appropriate training for their level of authority. The Department will make this training available to agency personnel on a “train the trainer” basis so agency headquarters personnel may then train others in their agency. When changes have been made to PCMS, refresher training will be provided as necessary.

## **16 INQUIRIES**

Inquiries about the USDA Fleet Credit Card Program should be directed through agency channels (the LFPC and AFPC) to the AFHC who will contact the DFPC in OPPM, at (202) 720-9765.

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